

**August 28, 2018**

**IHS/Tribal Monthly Meeting**

# **Enrolling with Medicaid**

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# Objectives

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- Overview of Medicaid Enrollment
  - What is an NPI and PID
  - Enrollment for Individual Attending Provider Types
  - Enrollment Types:
    - Full Enrollment (Organization)
    - Rendering Only (Attendings working for Facility)
      - This now includes Licensed Addiction Counselors
    - Ordering, Referring, Prescribing

# Medicaid Enrollment

## Providers must be enrolled and approved to be a Medicaid Provider

Requirements outlined in Provider General Manual <http://medicaidprovider.mt.gov>

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### Medicaid Payment is made only to enrolled providers.

- General Manual Pg 2.1: Healthcare Providers must have an NPI or Atypical identifier.
- The facility and the Individual Servicing Provider provider must be enrolled under the appropriate NPI number

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### Eligible for Enrollment

- Provide proof of licensure, certification, accreditation, registration according to MT state laws and regulations
- Meet the conditions and program instructions regulating specific type of provider, program, and/or service.

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### To Enroll

- Complete an enrollment application and supplemental materials
- Welcome Letter will be sent upon approval
- Medicaid-related forms are available but providers are responsible for claim forms and/or submission software

# Enrollment Guidelines

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- Enrollment includes Application and receipt of Supplemental Material -- Incomplete applications will not be processed.
  - Requirements may vary depending on Provider Type, or response to questions  
Required fields are noted in the application with a red asterisk \*
  - Supplemental forms can be mailed, emailed, or fax. Be mindful of sending sensitive information through unsecured means
  - The 4-digit ZIP code extension is required on all addresses.
  - Rendering/Attending and Ordering, Referring, Prescribing providers are required to be enrolled. Use appropriate form.
  - Individual Providers only need to enroll one time, regardless of the number of locations in which they practice. Exception: Participation in waiver programs requires separate enrollments.

# Supplemental Forms

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- Enrollment Checklist
  - Disclosures, Screening and Enrollment Requirements
  - Enrollment Agreement and Signature Page
  - License, CLIA, and Certification
    - Montana Medicaid does not require IHS physicians to hold a Montana physician license; however, they must meet the substantive licensure requirement -- A current license from another state
  - Passport and Team Care Agreement
  - Additional forms may be required based on Provider Type

# Before You Begin:

- NPES (National Plan and Provider Enumeration System), confirmation with NPI (National Provider ID)
- Photocopy Medical License including effective and expiration dates – only needed for individual providers
- Photocopy of board certification including type and number if applicable
- Tax Reporting Data: Current copy of your completed, signed and dated W9. (not needed for Rendering or ORP enrollment)
- Previous Montana Healthcare Provider number/s.
- Banking Data: Completed and signed Montana Medicaid Electronic Funds Transfer (EFT) & Electronic Remittance Advice (ERA) Authorization Agreement. (not needed for Rendering or ORP enrollment)
- Ownership: Identifying information (not needed for Rendering or ORP enrollment)
- Submitter number for the entity that will retrieve your 835 remittance advice.

# National Provider Identifier (NPI)

**What is an NPI:** Standard unique identifier for health care providers. National Plan and Provider Enumeration System (NPPES) assigns these unique identifiers.

**Who needs an NPI:** All healthcare providers. Montana is still one state that allows non-medical service providers (Personal Care and HCBS) to use an Atypical Identifier

**How do I get an NPI:** The NPI Enumerator may be contacted at the following:

Customer Service: 800.465.3203 or [customerservice@npienumerator.com](mailto:customerservice@npienumerator.com)

- The NPI Enumerator team can assist with applying for an NPI, and maintaining NPI records in NPPES, including taxonomies. *NPI is not supplied or administered by Conduent or DPHHS*
- The NPI Enumerator cannot supply advice on billing, subpart structuring, or legislation.

# NPPES

<https://npiregistry.cms.hhs.gov> -- Publicly Accessible

## NPPES NPI Registry

### Provider Information for [REDACTED]

[Search](#) / [Back to Results](#) / [NPI View](#)

Other Name: [REDACTED]  
Gender: FEMALE

 NPI: [REDACTED]

 Last Updated: 2017-04-25

### Details

Name	Value
NPI	[REDACTED]
Enumeration Date	2017-04-25
NPI Type	1 - Individual

Must be appropriate NPI type (individual or organization) for desired provider type

# Individual vs Organization

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- Medicaid allows and requires both Individual and Organizations to be providers.
- Identified/Verified by NPI Registry
- IHS/683 programs will be Organizations.
- Organizations will use Full Enrollment form as they will receive payment.
- Attending providers will use the Rendering Application
  - See the new Provider Enrollment tab at [medicaidprovider.mt.gov](https://medicaidprovider.mt.gov) for a questionnaire to decide which form is appropriate
- Revalidation: required every 3 to 5 years depending on provider type and original enrollment date.

# Taxonomy Code

Identifies the provider type and area of specialization for health care providers. Each taxonomy code is a unique ten character **alphanumeric code** that enables providers to identify their specialty at the claim level.

Taxonomy	Primary Taxonomy	Selected Taxonomy	State	License Number
	Yes	251S00000X - Community/Behavioral Health		
	No	343900000X - Non-emergency Medical Transport (VAN)	MT	<input type="text"/>

There are a long list of choices, both on NPPES and on the Medicaid Enrollment, pick the one the best describes the services you'll be providing.

Need to specify taxonomy code on claim forms.

# ORP Enrollment

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The Patient Protection and Affordable Care Act and 42 CFR 455.440 mandates that all State Medicaid Programs require the National Provider Identifier (NPI) of any ordering or referring physician or other professional to be specified on any claim for payment that is based on an order or referral of the physician or other health professional.

- Enrollment is designed Individuals only, specific provider types, that will only Order, Refer or Prescribe services.
- Will not receive payment directly from Montana Healthcare Programs
- Does not require bank or tax information,

# Rendering Only Enrollment

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Medicaid requires the enrollment of the Servicing Provider – Rendering, Attending, Treating

- Enrollment is designed Individuals only, specific provider types, that perform the hands on treatment of the patient.
- Will not receive payment directly from Montana Healthcare Programs
- Does not require bank or tax information.
- IHS/Tribal Attending Physicians should use this form as of April 1, 2018.

# Apply Online

<http://medicaidprovider.mt.gov>

[Children/Families](#)

[Disabilities](#)

[Seniors](#)

[Health](#)

[Montana Healthcare Programs Provider Information](#) » [Provider Enrollment](#)

## Montana Healthcare Programs

*Thank you for serving  
Montana's Healthcare Program Members.*

▶ [Provider File Updates, Revalidation, and New Provider Information](#)

▶ [MATH Web Portal](#)

▶ [Resources by Provider Type](#)

▶ [Provider Enrollment](#)

▶ [Montana HELP Plan](#)

## Montana Healthcare Programs Provider Enrollment

Thank you for your interest in becoming a Montana Healthcare Programs provider.

Montana Healthcare Programs enrolls providers who may be “Pay-to/Billing”, “Rendering”, and “Treating”.

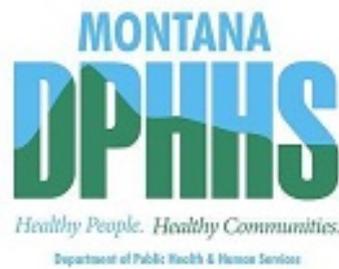
Depending on your desired role, providers will select the Full, Rendering Only, or the Abbreviated. Montana Provider Relations encourages a Group/Clinic as the Pay-To with an individual Rendering. Select your enrollment type.

Providers are encouraged to enroll using the online application which will streamline the enrollment process. Effective February 26, 2018 a provider enrollment application will be available for Rendering Only. Treating field on a claim, and you will NOT be listed as the Pay To Provider, this is the application enrollment will be available.

Three types of provider enrollment applications will now be available:

1. **Full Enrollment:** Provider will bill Montana Healthcare Programs directly for the services rendered. Appropriate for all Facilities and Group/Clinics. Appropriate for the Pay-to/Billing field of a claim.
2. **Rendering Only Enrollment:** An Individual Provider is performing the service being submitted. Will not receive payment directly from Montana Healthcare Programs. Appropriate for the Rendering field of a claim.

# MATH Web Portal: Enrollment



## Montana Access to Health Web Portal

- Log In
- Web Registration
- Provider Enrollment
- Provider Information Website
- Electronic Billing
- Provider Locator

### Provider Enrollment

This is the menu page for Provider Enrollment and Re-Enrollment in the Medicaid, Children's Health Insurance Plan (CHIP)-Dental Services Only, and Mental Health Services Plan (MHSP). Links to forms, enrollment, status of enrollment, and web portal registration are provided below.

[Rendering Enrollment Online](#)

Enroll Rendering Provider via Web

← Attending Providers

[Enroll or Re-Enroll as a Provider Online](#)

Enroll or Re-Enroll as a Provider via the Web

[Abbreviated Enrollment Online](#)

Enroll Prescribing, Ordering, and Referring Provider via Web

[Download Enrollment Forms](#)

Link to a page which displays all enrollment forms

[Check Status of your Enrollment](#)

Check Status of your Enrollment

[Web Portal Registration](#)

Link to a page through which a new Web user can register for Web Portal Access

# Contact for Enrollment

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Questions about Enrollment?

Contact Provider Relations

1-800-624-3958, Option 2,

[mtprhelpdesk@Conduent.com](mailto:mtprhelpdesk@Conduent.com)

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